

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Data Warehouse Specialist

Responsibilities:

- Plans, implements business intelligence systems (OLAP cubes and dynamic historic reports) and data warehousing (including extraction, transformation and loading) using Microsoft Reporting and Analysis Services.
- Administers, plans, coordinates, implements and maintains database servers. Ensures the security, integrity, performance and availability of the databases.
- Plans, implements databases disaster recovery and initiates databases recovery action after system failures. Coordinates with network and system administrators for proper databases backups and restores.
- Performs exhaustive testing prior to production deployment/changes and undertakes database monitoring and troubleshooting.
- Prepares and maintains documentation for current database systems/servers and operational procedures.
- Designs logical and physical data models, develops database objects (stored procedures, triggers, views, etc.).
- Converts project specifications and procedures to detailed logical flow charts for coding into computer language.
- Responsible for application development projects, building in-house applications, and/or research and implement third party solutions to automate business processes.
- Analyzes, designs, programs, tests, modifies, develops and implements applications using Microsoft Access, and .NET.
- Creates and automates end user reports.
- Designs, develops, secures, implements and maintains n-tier Web applications for multiple websites and associated databases.
- Assists with database Help Desk tickets (ad-hoc reports) and is the final tier troubleshooting for database related issues.
- Uses analytical skills and pays meticulous attention to detail.
- Provides 24/7 on-call support for database administration issues.

- After hours installation and maintenance of database systems.
- Operates with minimal supervision.
- Responsible for all other tasks as assigned.

Requirements:

- Bachelors of Computer Science degree preferred with 1-3 years experience.
- Experience managing MS SQL DBMS.
- Some experience building application solutions using MS SharePoint Server 2007, preferred, but not required.
- Familiarity with Microsoft Visual Basic and .ASP development.
- Excellent communication skills both oral and written.
- Excellent planning and organization skills.
- Must act professionally.
- Ability to manage time and plan tasks to meet deadlines, and the ability to set priorities.
- Must be able to work well in a team environment as well as individually.
- Strong sense of ethics, including the need for strict confidentiality.